

Orbis Cascade Alliance Council Member Expectations

Overview

Each member institution of the Alliance designates a representative, the institution's library director or equivalent, to serve on the Council. The Council Member is expected to actively participate in Council meetings and work with their staff to achieve Alliance goals. While they do represent their institutions' interests, the Council Member is expected to balance institutional priorities with the good of the entire Alliance membership when participating in Council decision-making. The Council Member shall ensure that their institution consistently meets all membership obligations and shall comply with the corporation's [Bylaws](#).

Primary Expectations

The expectations of service for members of Council are as outlined below:

1. Participate in Council meetings, which are held at a minimum (3) times a year. Full participation is considered to include:
 - a. Review of meeting materials prior to the meeting
 - b. Attendance at all meeting days; unless formally designating a proxy
 - c. Adequate preparation to vote on action items
 - d. (*optionally*) Participation in scheduled pre-meeting calls for preliminary discussion
2. Engage with staff at their institution in order to adequately understand the context and impact of Alliance issues, programs, or services under consideration by Council.
3. Manage staff workload at their institution so that staff are able to actively contribute to Alliance shared, Team, and Group work as part of their formal responsibilities, rather than as optional/volunteer work that infringes on other duties or personal time.
4. Actively engage in collaboration with Council colleagues, the Board, and Alliance staff; including, but not limited to, participation in discussions, ad hoc committee work outside of meetings, and providing constructive feedback on Board proposals and Alliance programs.
5. Respect the confidential nature of certain Council communications, documentation, and discussions. While members are generally encouraged to share Council topics and materials with their staff, the Board or Alliance staff may occasionally request that confidentiality be maintained.

Additional Expectations

While not required, the Council Member may be asked to participate in the activities outlined below:

1. *Board of Directors*: Most Council members are elected to the Alliance Board of Directors at some point during their service on Council. Board terms run 2-3 years, depending on position.
2. *Council Liaison*: To support the work of Alliance committees, task forces, and teams, the Board may appoint a member of Council to act as liaison to the group.

3. *Council Mentors*: A Council member may be appointed to a year-long mentorship of a new Council member to aid in understanding Alliance operations and culture.

Time Commitment

A Council Member should expect to dedicate, on average, 1-2 hours a week on Alliance or Council matters.